

Home Improvement Request

Normandy Forest Homeowners Association

All exterior modifications to your property must be approved **in advance** by the Architectural Control Committee. The ACC will review your request to make sure that the modification(s) will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. Upon completion of this form, please return it and all supporting documents to the address shown above.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE (home) _____ (office) _____

DESCRIBE THE IMPROVEMENT (you **must** be specific – attach a sketch, drawing or photo)

LOCATION OF THE IMPROVEMENT (you **must** attach a plot plan of the property showing locatio)

MATERIALS TO BE USED (attach sample, if appropriate)

Paint (paint chips **required**) _____

Lumber (type and grade) _____

Brick (type and color) _____

Shingles (include color) _____

Pipe/Electrical/Cement _____

Misc / Other _____

(over)

COMMENTS

CONTRACTORS NAME _____ PHONE _____

PLANNED START DATE _____ EXPECTED COMPLETION DATE _____

According to the Covenants, Conditions and Restrictions, the Architectural Control Committee has **up to 30 days** after receipt of this application to make a decision, so please submit the request far enough ahead of time. For your own protection, make sure you **do not** start the modification until you have received proper approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision.

OWNERS SIGNATURE: _____ DATE: _____

-----Please do not write below this line-----

Account Number _____ VREF # _____

Date Received _____ Date sent to ACC _____

Date returned to Homeowner _____

COMMENTS CONCERNING REQUEST

APPROVED with the following restrictions, if any:

DISAPPROVED for the following reasons:

ACC Signature and Date:

